

How to File an Answer to a Complaint

This section explains how to docket an answer to a complaint.

Step 1 Click the **ADVERSARY** hyperlink on the ECF Main Menu.



Step 2 The **ADVERSARY EVENTS** screen displays.

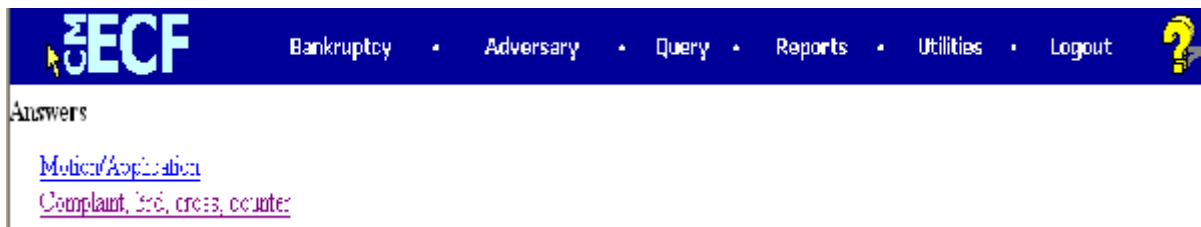


Adversary Events

[Open Adversary/Complaint](#)
[Answered Complaint/Cross and Counterclaim/Summons](#)
[Answers..](#)
[Appeal](#)
[Motions](#)
[Notices](#)
[Other](#)
[Orders/Options..](#)
[Court Events](#)
[Open MCP Case](#)

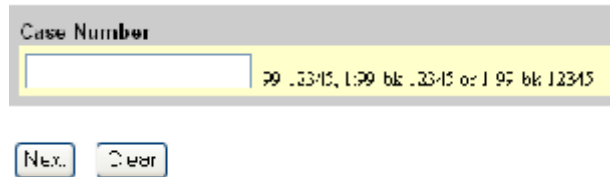
- Click the Answers hyperlink

Step 3 The **ANSWERS** screen displays. Click the "Complaint, 3rd, cross, counter" hyperlink.



Answers

[Motion/Application](#)
[Complaint, 3rd, cross, counter](#)

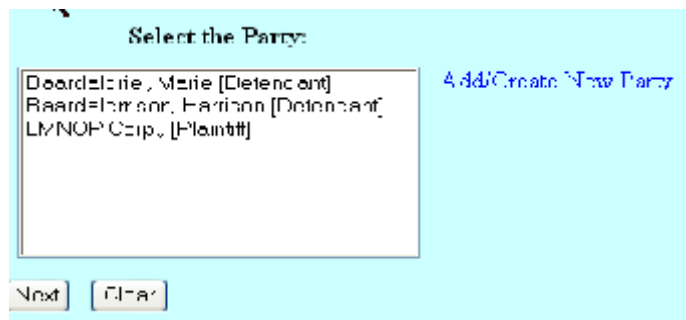
Step 4 The **CASE NUMBER** screen displays

Case Number

79 12345, 12345 or 1 95 12345

Next Clear

- Enter the case number, including the hyphen. At the next screen check mark the box only if filing with another attorney, otherwise, Click Next.

Step 5 The **SELECT PARTY** screen displays.

Select the Party:

Doard=Marie, Marie [Defendant]
Baard=Harrison, Harrison [Defendant]
LMNOP Corp. [Plaintiff]

Add/Create New Party

Next Clear

- Pick the party filing the answer and click next. If your party is not in the Party list, Click Add/Create New Party.

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Step 6 Add the Defendant(s) one at a time and Click Submit.

- Once all defendants are entered, highlight the parties filing the answer and Click Next.

Step 7 The **ATTORNEY/PARTY ASSOCIATION** screen appears.

The following attorney/party associations do not exist for this case:
Please check which associations should be created for this case:

☐ Baardaldrie, Marie(ply.dfl) represented by, (aty)

ECF Bankruptcy - Adversary - Query - Reports - Utilities - Logout

Party Information

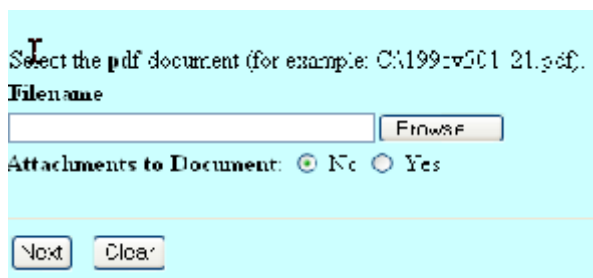
LA MINOP Corporation SSN: Unknown

Office	<input type="text"/>	Address 1	<input type="text"/>
Address 2	<input type="text"/>	Address 3	<input type="text"/>
City	<input type="text"/>	State	<input type="text"/>
County	<input type="text"/>	Zip	<input type="text"/>
Country	<input type="text"/>	Country	<input type="text"/>
Phone	<input type="text"/>	Tax	<input type="text"/>
E-mail	<input type="text"/>		
Role	<input type="text" value="Defendant (Atom)"/>		
Party text	<input type="text"/>		

- Since you are new as

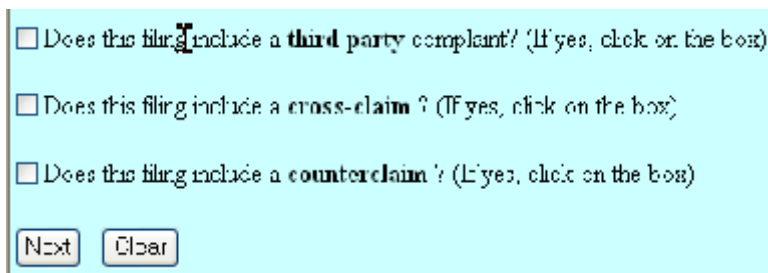
the attorney for the party you are representing, you will need to establish the Attorney/Party Association or link. Check the box and click **Next**.

Step 8 The **PDF DOCUMENT SELECTION** screen displays.

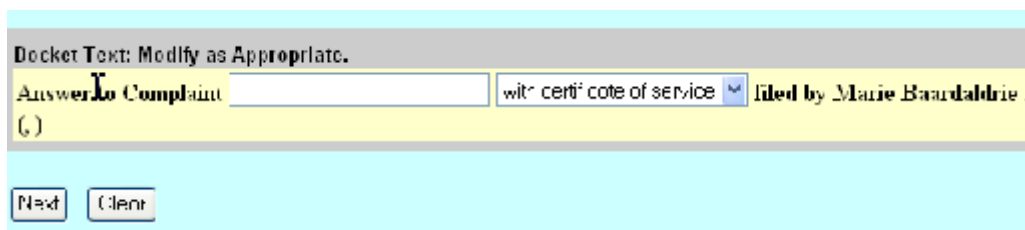


- The file date and the Entered On Docket (EOD) date for this entry will appear in a subsequent screen, **the Notice of Electronic Filing**.
- Click **Browse**, then navigate to the directory where the PDF file is located and remember to right click to view to see that the document is the correct one.
- Double-click the PDF file to select it.
- There will be no Attachments to the answer in this example.
- Accept the **No** default radio button and click **Next**.

Step 9 The **Counterclaim, Cross-Claim and Third-Party** screen appears. Check any that are applicable and Click Next.



Step 10. The Modify Text Screen Appears.

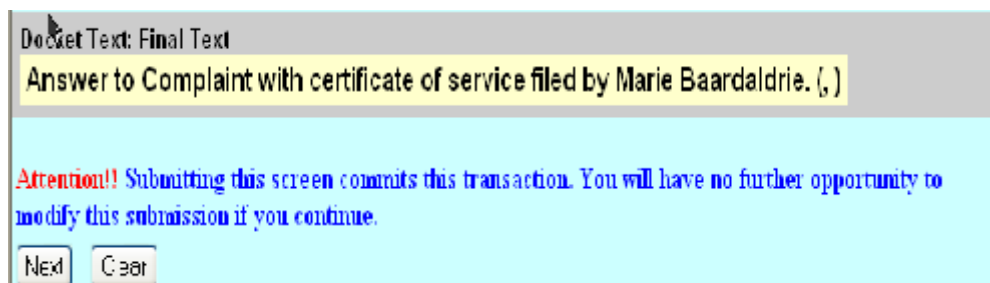


Docket Text: Modify as Appropriate.

Answer to Complaint filed by Marie Baardaldrie . ()

- Note the Pre-Text box and the pull down arrow. There is a drop to pick with certificate of service which should be used if it is included in your document.
- Complete the docket text and click **Next**.

Step 11 The **FINAL DOCKET TEXT** screen appears. Use caution on this screen and proof the contents of the entry carefully.



Docket Text: Final Text

Answer to Complaint with certificate of service filed by Marie Baardaldrie . ()

Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

- To abort or restart the transaction, click any of the hyperlinks on the Main Menu bar.
- If you are satisfied with your entry, click **Next** and the entry is sent to the court's database.

Step 13 The **NOTICE OF ELECTRONIC FILING** screen displays. This Notice of Electronic Filing screen verifies the filing has been sent electronically to the court's database.

United States Bankruptcy Court
District of Massachusetts **TRAINING**

Notice of Electronic Filing

The following transaction was received from , entered on 8/10/2005 at 9:58 AM EDT and filed on 8/10/2005
Case Name: LMNOP Corp. v. Bazzdalcric, et al
Case Number: [05-01001](#)
Document Number: [2](#)

Docket Text:
Answer to Complaint with certificate of service filed by Marc Bazzdalcric, ()

The following document(s) are associated with this transaction:

Document description: Main Document
Original filename:==AJB_SESSIONDictionary Last.pdf
Electronic document Stamp:
[SLAMP bkeetStamp_ID=1021399670 [Date=8/10/2005] [File Number=102+29-1]
[1426das8215b6ad5571b9063f139254bb04bfff3a41ac64538f149c3b12702f96834
0dc8acfb2ac66123dc62ddbada5092aa5a3afa213fb2ac039f3fac63bc7d1]]

05-01001 Notice will be electronically mailed to:

05-01001 Notice will not be electronically mailed to:

- It is strongly recommended the user **Save** and/or **Print** a copy of this notice using the browser **File/Save** option or clicking on the **Print** icon. This screen will not be displayed again.
- Although the user may click on the Back button the browser and return to prior screen displays, nothing will change the fact that the filing has already taken place.
- Do not use the **Back** button to make another filing. It is not activated. You must select from the Main Menu and start again.
- Clicking on the case number hyperlink identified in blue on the Notice of Electronic Filing will take you to the PACER login screen. After logging in, the docket report for this case will be displayed.
- Clicking on the document number hyperlink will take you to the PACER login screen. After logging in, the PDF image of the document just filed will be displayed.
- Scroll down to see participants who have or have not registered for electronic noticing in this case.

